

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
November 8, 2018, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair
Nick Brooks, Vice Chair
Tammy Schilling, Member
Mike Martin, Member

Bo Yates, Interim Superintendent
Jennifer Meckley, Director of Human Resources
and Community Relations
Kim Grousbeck, Director of Classified and
Employee Relations

The meeting minutes were recorded by Interim Executive Secretary Ruth Hopkins.

1. WELCOME AND CALL TO ORDER

Chair Tom Oliver called the meeting to order at 6:01 PM.

2. AUDIENCE COMMENTS

No members of the audience requested the opportunity to address the Board.

3. POLICIES, SECOND READING

Code	Title
ECACB	Unmanned Aircraft Systems a.k.a. Drone
IICC	Volunteers
GCDA/GDDA	Criminal Records Check and Fingerprinting

Upon motion made by Brooks and seconded by Martin, Policy ECACB – Unmanned Aircraft Systems a.k.a. Drone, was approved for adoption.

Meckley presented the information she was requested to provide for further discussion regarding Policy IICC and Policy GCDA/GDDA. She reached out and asked questions of six other school districts, ODE, OSBA, and the Lebanon Police Department. There are 40 to 50 volunteer coaches at the high school who do the background checks and trainings that the OSAA require, but they are not currently fingerprinted. The only people that are being fingerprinted in any district are those with direct, unsupervised contact with students. Chief Stevenson with the police department recommended the same. Meckley stated that we currently have thousands of volunteers in the district. She recommends that, based on her investigations, we train our staff that volunteers are not to have direct, unsupervised contact with students and that we just

fingerprint coaches and overnight chaperones who would have direct, unsupervised contact with students.

Kraig Hoene offered clarification regarding coaches who have direct, unsupervised contact with student. He would recommend that it be assumed that all coaches would have that at some point.

Schilling asked if there was a provision for someone who just wanted to have someone fingerprinted, if there was a permissive portion of the policy that would allow administration to go ahead and have a background check on an individual. Meckley said she didn't see anything in the recommended policy for that.

A discussion took place around who would need to be fingerprinted and the policies were pulled up on the overhead to review and bracketed language was selected. A final draft of the policy will be provided at the December board meeting for final approval.

For current volunteers, the district bears the cost for fingerprinting volunteers. The coaches will be the same, and the district will bear the cost of that. The effective date will be determined at the December board meeting.

Also added to the December agenda will be the discussion of who will bear the cost of fingerprinting for staff members. Brooks asked for Meckley to provide a comparative with other districts about how they handle that process.

Policies GCDA/GDDA and IICC will be revised with the suggested changes and presented to the board in the December meeting for final approval.

4. POLICY EFAA-AR: REIMBURSABLE MEALS AND MILK PROGRAMS

This update was provided as informational as we align ourselves with national requirements. There were no questions regarding this policy update.

5. SBAC DATA

Yates presented the SBAC data that was provided in the board packet. The data covers a three-year period and shows if there were improvements in math and language arts for SBAC scores. He went over the attendance data and said that we have good attendance at each school, other than the high school, which is where we need to focus on. He also went over the number of students that have disabilities. Yates shared that teacher turnover was another issue that effected SBAC data and presented the turnover statistics per school.

Yates stated that were in the process of making sure we were aligned with our curriculum and teaching what we need to be teaching. He said we need to examine what we were teaching in the curriculum and how the curriculum was aligned with assessments. A discussion was held regarding the curriculum alignment and alignment with assessments and staff turnover rates.

Yates shared that he gave each Board member a sheet with an individual school's data on it. He asked if that was too much information or what the Board wanted to see. He reviewed the information and asked the Board if it was useful information to them, and how much data they wanted and in what format.

Brooks liked the information and would like it in an Excel format. He would also like to see the staff turnover percent and the number of first-year teachers as well for each grade. Oliver indicated the data was good for showing long-term trends in the past.

6. STUDENT ATTENDANCE UPDATE

Yates shared the attendance data and went over the data sheet that was provided in the Board packet. He asked how often the Board would like to see the attendance data. Martin said he would like to see it monthly. Oliver said he would like it monthly, as well, to see how we are trending. Yates added that principals were doing all that they could to improve attendance and encourage attendance.

7. ALTERNATIVE EDUCATION PROGRAM UPDATE

Cannon shared the alternative education program update. She mentioned the team talked about goals for the next school year and that she had reached out to Albany and Corvallis to compare programs to. She went through the highlights of the documentation for goals for next year that she had included in the board packet.

Cannon mentioned that right now the tutoring program was a mix of everything: expelled, behavior, credit deficient and the GED program. Next year tutoring will only be focused on expulsion and students who have went through the RTI program for 30 days of alternative education.

Martin asked about direct instruction and Cannon said it was currently all online and they were working to hire teachers that can give direct instruction and credit. It will be for math, language arts and science. She mentioned that Corvallis School District said that students really need to have direct instruction to be able to graduate.

Oliver asked how many FTE total would be added to the support the program. Cannon said a counselor, a secretary and a part-time CTE developer.

A discussion was held regarding the program space and financial plan for the alternative education program.

8. BULLYING FOLLOW-UP

Yates shared that we have a program called Second Step in place in all of our elementary schools that the counselors use to teach kids what to do with bullying issues. The elementary level does a pretty good job with that issue. We do not have a specific program in place at the secondary level, other than policy. He is working with Officer Dominy on the development of that program. He asked Officer Dominy to share what that looked like at the secondary level.

Officer Dominy shared that a lot of the bullying issues are through the internet or are social media based. He has worked with the technology department to try to put a stint on those sites by putting restrictions on access to them. He has found that most of the time when students come in to talk to him about bullying, it is through social media. A lot of students do not have the skills to deal with it face-to-face. Yates shared that he had asked Officer Dominy to see if there were

programs available that we can put in place to help with the bullying issue. He mentioned we are currently using SafeSchools.

Oliver said one of the things that they had asked was to let the parents know what resources are available to help with the bullying issue, and how we would formalize what we are doing around the issue of bullying. Officer Dominy said the SafeSchools Oregon was a good start to help the program. He shared it was meant to be a site that you could call, text or email to send a message to the site, where it is processed and forwarded on to the appropriate agency that is listed on the contact sheet for that site. If it was a serious threat, like a bomb threat or a threat of violence, then they would contact the police directly.

A discussion was held around the topic of the SafeSchools program.

9. CONSENT AGENDA

A. Approve board minutes:

1. Martin made a motion to approve the September 20, 2018 minutes as presented. Brooks seconded the motion. The motion carried by majority.
2. Martin made a motion to approve the October 25, 2018 minutes as presented. Brooks seconded the motion. The motion carried by majority.

B. Approve Hiring:

1. Elizabeth Seagrave, Counselor
2. Catherine Avilez, 3rd Grade Teacher, Temporary 2018-19 School Year
3. Jeremy Gibson, Language Arts Teacher, Temporary 2018-19 School Year
4. Julie Campbell, Secretary, Leave of Absence through June 2018

Martin made a motion to approve the hiring as presented, and the requested leave of absence as presented. Brooks seconded the motion. The motion carried by majority.

C. Proposed Budget Calendar for 2019-2020:

Brooks made a motion to approve the 2019-2020 Proposed Budget Calendar as presented. Martin seconded the motion. The motion carried by majority.

10. DEPARTMENT REPORTS

A. Operations

Yates shared that transportation has been going well. We are always short of drivers, but we are making it work. Food Services just went through an ODE review and came out with a really good recommendation from ODE. There are a lot of projects in the district with maintenance and one of those is the renovation of the brick house, which is a shared project with WVRC that will be a remodel and expansion of the brick house. The softball field and baseball fields are completed. The land lab looks fantastic. The timber at the land lab has been thinned. He is looking to build a 30x60 building for classroom space that is budgeted in the capital improvement budget. It will have every wall opening up and there will be 15-foot overhangs off of each end for animals to be brought in and to give demonstrations. Monitors will also be provided to observe what is going on within the lab and the barns.

Some of the money from the timber sale will be reinvested in developing the property above the land lab. There will also be a new grow house going in out there, probably in the spring.

B. Human Resources

Meckley shared that she, along with a team of others, wrote an OEA Choice Trust Wellness Grant and submitted it last week. It is a five-year grant for employee wellness. She should find out in January if we have received the grant.

C. Finance

Yates shared that we went through our audit and came through that clean, with no recommendations. The only concern is that the district carries a little bit of debt that will need to be looked at if it plans to go out for a bond any time soon. The district ended up getting more money from the school fund, so that is about \$100,000, a portion of which will be reinvested into some of the support programs. There is also some money back from SAIF that can be reinvested. There was some talk among the Board about investing into the band program, so we might be able to do a one-time allocation of funds into that program. Yates shared that the music department will need to prepare a budget for that and bring it forward to the Board.

Oliver asked if the auditors could come in and share their findings. Yates will try to arrange to have them present for the January meeting.

11. COMMUNICATION

A. Board

Martin shared he had spent a couple of hours in the music department this past month, between band and choir, and shared they were a great group and had potential to compete at a high level. He also shared that the choir department had a need for new risers.

Oliver mentioned Hank Harris is available the week of January 7th. He would like to go through a planning session in the December board meeting to make sure everyone is in alignment on the details of the process, and give Harris some direction for the beginning of the superintendent search in January. He is not available for the December 13th meeting, but is available December 17th. The date and time of the December board meeting was changed to December 17th at 6:30pm.

Brooks mentioned that sometimes people will go directly to a Board member to discuss something, but that there are processes and we need to make sure that everyone knows the process and knows how to make a request. He also mentioned our handbooks. He felt they needed a refresher as well. He brought up the cell phone policy at LHS and the variety of policies that teachers have regarding them. He felt that we need to make a policy about cell phone usage for the district.

B. Superintendent

Yates shared that we started our TAG program on Wednesday and that we had the athletes out in our schools to support those students. He felt it was positive and we just need organize more of them and make it happen.

12. EXPULSION HEARING APPEAL FOR J.L.

The family of JL requested the Board hear their appeal to the expulsion hearing decision regarding JL. The family waived the right to an executive session and requested the appeal be heard in public session. Oliver went through the steps of the appeal process. Kim Lapham presented the appeal for the student. Kraig Hoene, Ryan King and Mike Hillman presented for the district.


The Board heard from all parties present regarding the expulsion decision. They reviewed the information that was provided to them. After reviewing the information and having a discussion around the events that led to the decision to expel JL, they decided unanimously to uphold the decision made by the hearings officer to expel JL for a period of one calendar year.

13. AUDIENCE COMMENTS

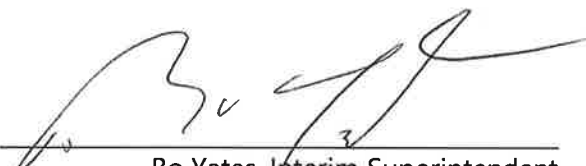
No members of the audience requested the opportunity to address the Board.

14. ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 8:16 PM.



Tom Oliver, Chair



Bo Yates, Interim Superintendent

Upcoming Board Meeting Dates:

December 17, 2018
January 10, 2019